



Republic of the Philippines
Department of Education
 Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



October 12, 2015

DIVISION MEMORANDUM

No. 080, s. 2015

**DIVISION UTILITY TRAINING FOR IMPROVEMENT, EFFICIENCY AND
 SUCCESS (DUTIES) IN THE WORKPLACE**

TO: Assistant Schools Division Superintendents
 OIC, Office of the Asst. Schools Div. Superintendent
 Chiefs, CID/SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads

1. In an effort to provide development opportunities and success mechanisms to all types of workers in the Division, this Office shall conduct the Division Utility Training for Improvement, Efficiency and Success (DUTIES) in the Workplace at Tanza Oasis Hotel and Resort, Capipisa, Tanza, Cavite.

2. DUTIES in the Workplace is a two-day encounter designed to improve the performance and economic success of utility workers in the Division. It will also attempt to strengthen their drive to become more efficient, effective and productive members of the DepEd family.

By the end of the training program, participants shall have:

- discussed and established the relationship of their individual goals to DepEd's mission-vision;
- demonstrated a more profound appreciation and understanding of their individual role and work in accordance to their office mandate anchored on DepEd thrusts, policies and effective practices;
- exemplified their redefined individual and team roles, and identified areas of empowerment/improvement as ethical public servants;
- determined ways to improve their relationships with their leaders and colleagues; and
- found other strategic means to achieve economic success to improve quality of life.

3. Participants to this Division training are utility workers with permanent items and/or those who are employed through the Local School Board (LSB) provided that their schools will shoulder their expenses relative to this training.


4. Participants shall be at the training venue on Oct. 19, 2015 (Monday), 1:00 p.m. and stay there until 5:00 p.m. of Oct. 20, 2015 (Tuesday). They shall bring attire appropriate for wellness and water activities as well as their own medicines.

5. The registration fee of Php 2,300.00 of each participant to cover expenses for food, accommodation, and training materials shall be charged to local funds while the registration fee of Division personnel shall be shouldered by the Division Office through its MOOE subject to usual accounting procedures and auditing rules.

6. All participants are required to pre-register at the Cashier's Section of the Division Office through their respective PSDSs on or before Thursday, October 16, 2015.

7. Attached in this Memorandum is the copy of the List of Management Staff with Corresponding Committee, List of Trainers, the Training Matrix and the List of Administrative Aide I (Utility Workers) who are required to attend the training. (Please see Enclosures 1-4).

8. Immediate dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

Enclosure 1

LIST OF MANAGEMENT STAFF WITH CORRESPONDING COMMITTEE

<div>EXECUTIVE COMMITTEE</div> <div>CHERRYLOU D. DE MESA OIC, Schools Division Superintendent</div> <div>EDITHA M. ATENDIDO Asst. Schools Division Superintendent</div> <div>DAISY Z. MIRANDA OIC, Office of the Asst. Schools Division Superintendent Chief, School Governance and Operations Division</div>	
<div>WORKING COMMITTEE</div>	
Logistics	<div>LORENA L. ARCA Senior Education Program Specialist</div> <div>GINA B. DULCE Education Program Specialist II</div>
Program and Certificates	<div>Mary Ann B. Gatpandan Education Program Specialist II</div> <div>Mary Joy C. Mendoza Administrative Aide VI</div>
Food, Accommodation, and Documentation	<div>MARLENE P. PANGANIBAN Senior Education Program Specialist</div> <div>ALBERT B. ERNI Education Program Specialist II</div> <div>JAY FULVADORA Administrative Aide</div>
Overall Facilitator	<div>ALLAIN B. ALVAREZ Senior Education Program Specialist</div>

Enclosure 2**LIST OF TRAINERS**

NAME OF TRAINERS	RELEVANT QUALIFICATION	TOPIC ASSIGNMENT
Ms. Cherrylou D. De Mesa	OIC, SDS	Driving for Internal Direction
Dr. Editha M. Atendido	ASDS	Work Mandates for Utility Personnel
Dr. Daisy Z. Miranda	OIC, Office of the ASDS Chief, SGOD	Code of Ethics of Public Servants
Dr. Romeo E. Endraca	EPS, EPP/TLE	Economic Success through Livelihood Programs
Dr. Gina B. Dulce	EPS II, HRD	My Work (Job Description)
Ms. Lorena L. Arca	SEPS, HRD	My Mission (Competencies)

Enclosure 3

**Division Utility Training for Improvement, Efficiency and Success in the Workplace
(DUTIES in the Workplace)**

TRAINING MATRIX

DAY 1 October 19, 2015 (Monday)	Activities
12:30-1:00	<ul style="list-style-type: none">• Arrival and Registration
1:00-1:30	
	<ul style="list-style-type: none">• Opening Program<ul style="list-style-type: none">- Makabayan Song- Prayer- Presentation of Participants- Opening Remarks- Message- Mechanics of the Seminar-Workshop
Training Proper	
1:30-3:00	<ul style="list-style-type: none">• Lecture 1: My Work (Job Description) My Mission (Competencies)• Break• Lecture 2: Work Mandates for Utility Workers• Lecture 3: Code of Ethics of Public Servant• Dinner• Social/Fellowship
3:00-3:30	
3:30-5:00	
5:00-6:30	
6:30-7:30	
7:30-10:30	
Day 2 October 20, 2015 (Tuesday)	
7:30-8:00	<ul style="list-style-type: none">• MOL• Lecture 4: Economic Success through Livelihood Programs• Break• Lecture 5: Driving for Internal Directions• Lunch• Wellness/Water Activities
8:00-9:30	
9:30-10:00	
10:00-11:30	
11:30-1:00	
1:00-5:00	